



UNITED STATES MARINE CORPS

MARINE FORCES RESERVE
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NEW ORLEANS, LOUISIANA 70146-5400

IN REPLY REFER TO:

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CMD

2 Dec 02

From: Commander, Marine Forces Reserve
To: Commanding General, 4th Marine Division
Commanding General, 4th Marine Aircraft Wing
Commanding General, 4th Force Service Support Group
Commanding General, Marine Corps Reserve Support Command

Subj: DEPARTMENT OF DEFENSE RESERVE FAMILY READINESS AWARD

Ref: (a) CMC/RA Route Sheet DOD Reserve Family Readiness Awards
Nov 02

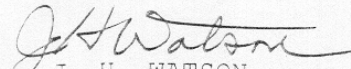
Encl: (1) Nomination Format for the DOD Family Readiness Award
(2) Family Readiness Award Selection Board Membership

1. Background. In November, you received advance notification of the DOD Reserve Family Readiness Awards for 2002. The Reserve Family Readiness Awards Program was established to recognize the top unit in each Reserve Component that demonstrated outstanding family readiness while maintaining superior mission readiness. This year, one unit from each Reserve Component will receive its Family Readiness Award at the Pentagon on 14 February 2003. The reference requested MARFORRES submit the name of its winning unit by 20 December 2002.

2. Action

a. Major Subordinate Commands (MSC). By 15 December 2002, each MSC submits its nomination using the criteria at enclosure (1).

b. Director, MCCR. Consolidate the four nominations for delivery via e-mail, FAX or other expeditious means to the selection board members. Facilitate the implementation of the selection board through telephone conference, e-mail or VTC. Assist the chairman of the board as necessary to ensure timely selection and submission to CMC (RAP), per the reference.


J. H. WATSON
Chief of Staff

Nomination Format for the DoD Family Readiness Award for 2002

1. Major Subordinate Command's nomination. Unit Name, Location, number of reserve Marines assigned (Off/Enl), CO's Name/Rank and unit Telephone #.
2. Family Readiness Officer's Name and date completed training. Key Volunteer Coordinator's Name and date completed training. Key Volunteer Advisor's Name (optional position).
3. Was a Unit Family Day conducted? Provide synopsis or attach supporting documentation that outlines event. Were other family events scheduled and conducted?
4. Unit Readiness Data?
 - a. Percent of required Family Care Plans completed?
 - b. Percent of ID Card and DEERS enrollment completed?
 - c. Number of Volunteers appointed?
5. Does the Unit have a volunteer recognition program? If so, provide details of the program.
6. Does the Unit have a Newsletter? How often is it published? Attach copies.
7. Is there a Chaplain involved with unit's Family Readiness program? If yes, provide information that details his/her involvement.
8. Is the Unit Family Readiness Program involved with the IRR Muster program? If yes provide details.
9. Has the Commanding Officer published a Policy Statement that addresses family readiness? If so, attach a copy.
10. What are your plans to support Marine families who live in your area, but are not affiliated with your unit (IRR, SMCR members of another unit, active component families, etc.)
11. What systems are utilized to overcome geographic dispersion?
12. State any other information that supports this nomination.

Enclosure (1)

2002 DOD FAMILY READINESS AWARD SELECTION BOARD
Membership

Chairman, Family Readiness Council
Deputy Commander, Marine Forces Reserve
Force Chaplain
MARFORRES Key Volunteer
MSC representative (one each for total of four- at least two
should be SMCR officer or SNCO)
MCCS Chief (recorder Non-voting)

Enclosure (2)